

Program Charter
for
Administrative Services
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1. EXECUTIVE SUMMARY

Program Description

The Administrative Services (ADS) program, through the Office of the NOAA Chief Administrative Officer (OCAO) provides management and support services essential to NOAA's program mission success. The Administrative Services (ADS) program is responsible for providing the overall management; workforce planning; and identifying, acquiring, defending, and monitoring NOAA's budgetary resources as they pertain to the following offices:

- The Office of the NOAA Chief Administrative Officer
- The NOAA Office of Administrative Management and Executive Secretariat
- The Office of Audits, Internal Control and Information Management
- The NOAA Civil Rights Office
- The Safety and Environmental Compliance Office
- The NOAA Real Property, Facilities and Logistics Office (RPFLO) – to include Facilities and Construction Management

NOTE: Although the RPFLO is a subordinate activity of the Office of the NOAA CAO, it is also covered under the charter and sub-goal of *Facilities*. There is substantial overlap between Administrative Services and Facilities, particularly in policy, planning, direction and management – however, for the purposes of this document, they are separated.

Specifically, the ADS program provides for executive correspondence management, audit coordination and internal controls assurance, Freedom of Information Act compliance, FAIR Act (A-76) compliance, and civil rights protection for all NOAA employees, as well as administrative management support to all NOAA organizations. The program also encompasses NOAA's property management program, including

capital facilities investment planning and management; facility construction and maintenance; real and personal property management; and, safety and environmental health oversight. The ADS program furnishes additional support services through its regional offices to NOAA and other Department of Commerce (DOC) bureaus' employees throughout the Nation. These programs provide basic services essential for NOAA to achieve its mission.

The Administrative Services Program supports all NOAA Line Offices and Staff Offices, as well as all of the Mission Goals and Programs, to include the other Mission Support Programs. The performance measures and outcomes of this sub-goal are exclusively workload driven, and reflect the input/output processing of customer demands, e.g., construction projects, FOIA requests, discrimination complaints, etc.

Program policy, planning and management activities occur primarily in Washington, DC and Silver Spring, MD. Program execution activities are carried out in Kansas City, MO; Seattle, WA; Boulder, CO; and Norfolk, VA. Activities may also occur at client sites nationwide, as needed.

The main URL for the Office of the NOAA Chief Administrative Officer and subordinate elements is: <http://www.ofa.noaa.gov/~noaa/caohome.html>

2. PROGRAM REQUIREMENTS.

A. Requirement Drivers:

In general, ADS is driven by the requirements of the NOAA Strategic Plan, the NOAA Business Operating Manual, and the NOAA Organization Handbook. Due to the variety of programs that fall under the ADS program, a complete list of office-specific requirement drivers are listed as an attachment to this Charter. Provided below is a breakout of the most significant drivers for the subordinate offices:

- **The NOAA Office of Administrative Management and Executive Secretariat (AMES) Requirement Drivers:**

NOAA Organization Handbook -- The NOAA Organization Handbook states that the Executive Secretariat provides management and control of incoming correspondence addressed to the Under Secretary (Administrator), Assistant Secretary (Deputy Administrator), and Deputy Under Secretary, including use of a correspondence control system, assigning action and information copies to appropriate Assistant Administrators and Staff Office Directors, setting due dates for replies, and prompt follow-up to ensure that deadlines are met.

The NOAA Organization Handbook provides that the Office of the Chief Administrative Officer establish and maintain NOAA's Directives Management System for issuing policies, instructions, and procedures to meet NOAA's program and administrative needs.

Federal Records Act (44 U.S.C. 3101, 3102) -- According to the U.S. Code, Federal Agencies are required to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions. In 44 U.S.C. 3102, the head of each Federal Agency is required to establish and maintain an active, continuing program for the economical and efficient management of the agency's records. Each agency is, therefore, required to have a Records Management Officer (RMO) to ensure the regulations are followed. In NOAA, this function resides in the Office of the Chief Administrative Officer.

Federal Advisory Committee Act -- Due to the numerous committees, boards, commissions, councils, and similar groups that had been established throughout the Federal Government, Congress passed the Federal Advisory Committee Act in 1972. This Act established regulations under which these groups are established and operate. Each Department is required to have a Committee Management Officer and each bureau is required to have a Committee Liaison Officer. In NOAA, this function resides in the Office of the Chief Administrative Officer.

- **The Office of Audits, Internal Control and Information Management Requirement Drivers:**

Office of Inspector General Act – Under the provisions of this Act, the Audit and Internal Control Staff serves as the central NOAA source of information and guidance on Office of Inspector General, General Accountability Office, and Federal Managers' Financial Integrity Act activities, providing management oversight and advice.

Freedom of Information Act -- FOIA provides guidance and assistance to NOAA line office in responding to requests from public and private entities. The Freedom of Information Staff serves as the central NOAA source of information and guidance on Freedom of Information and Privacy Act requirements, providing management oversight and advice, and agency-level processing of requests.

Federal Activities Inventory Reform Act (FAIR Act) -- The Competitive Sourcing Staff serves as the central NOAA source of information and guidance on Office of Management and Budget Circular A-76/FAIR Act, providing management oversight, consultation and guidance in the conduct of competitions in accordance with OMB Circular A-76. It oversees efforts to competitively source the agency's commercial functions and assist in the development of agency strategic sourcing plans.

- **The NOAA Civil Rights Office Requirement Drivers:**

29 Code of Federal Regulations (CFR) Part 1614 -- It is under these regulations that the Civil Rights Office administers the NOAA Discrimination Complaint Process.

Equal Employment Opportunity Commission Management Directive (MD) 715 -- This management directive supersedes all others with respect to affirmative employment in the Federal Service. Under this directive the NOAA Civil Rights Office is required to conduct a "Self-assessment" of NOAA, analyze barriers to affirmative employment and develop action plans to overcome those barriers.

- **The Safety and Environmental Compliance Office (SECO) Requirements Drivers:**

Occupational Safety and Health Act – 29 CFR -- It is under the provisions of this act that SECO conducts and shapes its safety program.

NOAA Administrative Order 216-6 5/20/99 Environmental Review Procedures for Implementing the National Environmental Policy Act (NEPA) -- This act states the actions and policies SECO needs to institute in order for NOAA to comply with environmental regulations.

- **The NOAA Real Property, Facilities and Logistics Office (RPFLO) Requirements Drivers** – these are provided in the charter of the Facilities program.

B. Mission Requirements:

Provide comprehensive services and support that enhance safety and promote efficient and effective administrative operations to the entire NOAA community.

3. LINKS TO THE NOAA STRATEGIC PLAN

A. Goal Outcomes: The ADS supports the following Critical Support Goal Outcomes:

- A safe operating environment with efficient and effective financial, administrative, and support services; and
- A sustainable and strategic master planning process with a 5 to 10 year planning horizon (through executive management, support and oversight of the Facilities program).

B. Goal Performance Objectives: The ADS supports the following Critical Support Goal Performance Objectives:

- Increase the number of facilities with improved co-location of NOAA services and partners (through executive management, support and oversight of the Facilities program);
- Improve safety and other condition indices for facilities and platforms (through executive management, support and oversight of the Safety and Environmental Compliance Office); and
- Improve efficiency and performance in the processing of financial and administrative transactions and services.

C. Goal Strategies: The ADS supports the following Critical Support Goal Strategies:

- Provide timely and accurate policy, guidance, and information on safety issues affecting NOAA, its customers, and its contractors platforms (through executive management, support and oversight of the Safety and Environmental Compliance Office);
- Plan for, construct, and maintain facilities, including co-locating facilities among NOAA entities and external partners to allow for consolidation of services (through executive management, support and oversight of the Facilities program);
- Adopt a functional management model to deliver administrative and financial services that will establish direct lines of accountability from headquarters business line managers to all NOAA financial and administrative staff located

in the field; and

- Improve the efficiency, accountability, and transparency of administrative programs and services through process optimization and customer satisfaction assessment.

4. PROGRAM OUTCOME. ADS' long-term outcome goal is to achieve an institutionalized process of continuing improvement in the efficiency and performance of all transactions and services, through implementation of Business Process Reengineering and the development of a culture of excellence.

5. PROGRAM ROLES AND RESPONSIBILITIES. This program is established and managed with the procedures established in the NOAA Business Operations Manual (BOM). Responsibilities of the Program Manager are described in the BOM. The Administrative Services Program supports all NOAA Line Offices and Staff Offices, as well as all of the Mission Goals and Programs, to include the other Mission Support Programs. The performance measures and outcomes of this sub-goal are exclusively workload driven, and reflect the input/output processing of customer demands, e.g., construction projects, FOIA requests, discrimination complaints, etc.

Responsibilities of the other major participants are summarized below:

A. Participating Line Office, Staff Office, and Council Responsibilities:

- The NOAA Real Property, Facilities and Logistics Office (RPFLO) – to include Facilities and Construction Management: Although the RPFLO is a subordinate activity of the Office of the NOAA CAO, it is covered under the charter and sub-goal of *Facilities*. There is substantial overlap between Administrative Services and Facilities, particularly in policy, planning, direction and management – however, for the purposes of this document, they are separated.
- NOAA's Line Offices and Staff Offices are responsible for complying with all regulatory and legal mandates imposed by the Administrative Services activities; providing data and information as needed; and are otherwise partnered with ADS to carry out the Administrative Services capabilities.
- The Office of the General Counsel reviews all MOUs and MOAs to ensure legality of content. General Counsel for Environmental Compliance and

Safety (GCECS) is responsible for advising all agency line offices and the Safety and Environmental Compliance Office (SECO) and the Facilities and Real Property Divisions on issues related to the Agency's compliance with applicable environmental and safety laws and regulations.

- The Human Capital Council (HCC) brings together all functions within NOAA associated with people and serves as the principal forum through which issues affecting NOAA's workforce are addressing. The Civil Rights Office is an active participant in this council.
- The NOAA Safety Council, which oversees Line and Staff Office safety-related actions and policies. SECO is an active participant in this council.
- The NOAA CFO/CAO Council, which oversees Line and Staff Office actions and policy decision, which include administrative service related decisions.

B. External Agencies/Organization Responsibilities.

- The Department of Commerce provides direction, review and approval for all of the Administrative Services functions.
- GSA is responsible coordinating with Administrative Services activities in the conduct of repair and upkeep of assigned buildings in accordance with the standards they set.
- Non-GSA lessors are responsible coordinating with Administrative Services activities in the conduct of specific Operations and Maintenance activities covered by lease.
- GAO provides direction, review and approval for audits and internal control activities.
- Other Department of Commerce bureaus and Federal agencies are responsible for meeting the requirements of MOU/MOAs that have been signed with Administrative Services functions.

6. END USERS OR BENEFICIARIES OF PROGRAM

- As a Critical Support Sub-Goal, the Administrative Services Program supports all NOAA Managers, Mission Goals, Programs, Councils, and Committees, to include the other Critical Mission Support Programs, with the technical and

managerial knowledge, skills and advice needed to accomplish strategic goals and priorities.

- Through oversight and support to the Facilities Program, ADS assists in providing field and building management support to several other Department of Commerce bureaus, and the Federal Aviation Administration.
- The Audits, Civil Rights and Executive Secretariat functions provide support that ultimately serves such customers as the Office of Management and Budget (OMB), the United States Civil Rights Commission, and both Houses of the United States Congress.
- The ultimate beneficiaries of the services provided by this sub-goal are the employees and management of NOAA, the Department of Commerce, the Administration, and the American public.

ATTACHMENT 1**REQUIREMENTS DRIVERS****Administrative Management and Executive Secretariat**

- Federal Advisory Committees Act
- Government Sunshine Act (5 U.S.C. 552b)
- Federal Records Act (44 U.S.C. 3301)
- Vital Records Program (Executive Order 12656)
- Guidance provided by Department of Commerce General Counsel

Audits, Internal Control and Information Management

- OMB Circular A-123
- Federal Managers' Financial Integrity Act
- Office of Inspector General Act
- Freedom of Information Act
- Privacy Act
- Federal Activities Inventory Reform Act
- OMB Circular A-76
- Guidance provided by Department of Commerce General Counsel

Civil Rights Office

- Section 717 of Title VII of the Civil Rights Act of 1964, as amended
- Sections 501 and 505 of the Rehabilitation Act of 1973, as amended
- Age Discrimination in Employment Act of 1967, as amended
- 29 Code of Federal Regulations Part 1614
- Equal Pay Act of 1963
- EEO Act of 1972
- Section 403 of the Vietnam Veterans Readjustment Act of 1974
- Civil Service Reform Act of 1978
- Civil Rights Act of 1991
- Pregnancy Act of 1978
- Departmental Administrative Order (DAO) 215-9
- 29 Code of Federal Regulations (C.F.R.) Part 1614
- EEOC Management Directive (MD) 110 (EEO complaints processing)
- EEOC Management Directive (MD) 715 (Affirmative Employment)
- Executive Order 11478
- Fair Labor Standards Act of 1938, as amended
- Guidance provided by Department of Commerce General Counsel

Environmental Compliance, Health, Safety and Security

- NAO 209-1 2/6/04 NOAA Safety Policy
- NAO 209-115 5/29/91 NOAA Employee Aboard Non-NOAA Vessels
- NAO 209-123 3/29/91 NOAA Diving Program
- NAO 216-6 5/20/99 Environmental Review Procedures for Implementing the National Environmental Policy Act (NEPA)

- NAO 216-17 9/29/98 NOAA Environmental Compliance Program
- Department of Commerce Occupational Safety and Health Manual
- Occupational Safety and Health Act - 29 U.S.C. §§ 651 et seq, 29 CFR 1960, 1910 and 1926
- 49 CFR 171, DOT regulations, subchapter C- Regulations for the safe and secure transportation of hazardous materials in commerce.
- 10 CFR NRC regulations: Regulations to control the receipt, possession, use, transfer, and disposal of licensed nuclear material.
- Energy Policy Act (EPAAct), Pub. L. No. 102-486, 106 Stat. 2776 (1992)
- Federal Insecticide, Fungicide and Rodenticide Act, 7 U.S.C. §§ 136 et seq.: FIFRA requires that each manufacturer register each pesticide and its label with EPA before it can be manufactured for commercial use. Prospective pesticide manufacturers are required to submit a registration application to EPA, a proposed label, a statement of all claims to be made for the pesticide, directions for its use, a confidential statement of the formula, and a description of the tests which provide the basis for the manufacturer's claims. The proposed label must be written in such a way as to be understood by the ordinary individual under customary conditions of purchase and use. The manufacturer must avoid making false or misleading statements. Distribution of any pesticide that is not registered or that is improperly labeled is prohibited.
- National Environmental Policy Act (NEPA), 42 U.S.C. §§ 4321 et seq., 40 CFR 1500: Requires federal agency decision-makers to consider environmental impacts associated with major federal actions prior to commencing an activity, and as part of its decision-making process.
- Endangered Species Act 16 U.S.C. §§ 1531 et seq.: provides broad protection for species of fish, wildlife and plants that are listed as threatened or endangered in the U.S. or elsewhere. Provisions are made for listing species, as well as for recovery plans and the designation of critical habitat for listed species. The Act outlines procedures for federal agencies to follow when taking actions that may jeopardize listed species, and contains exceptions and exemptions.
- Clean Air Act - National Emissions Standards for Hazardous Air Pollutants (NESHAP), 42 U.S.C. §§ 7401 et seq.: establish Federal standards for various pollutants from both stationary and mobile sources and to provide for the regulation of polluting emissions via state implementation plans. In addition, the amendments are designed to prevent significant deterioration in certain areas where air quality exceeds national standards, and to provide for improved air quality in areas which do not meet Federal standards ("nonattainment" areas).

- Clean Water Act – 33 U.S.C. §§ 1251 et seq., 40 CFR 122: The objective of the Clean Water Act is to restore and maintain the chemical, physical and biological integrity of the nation's waters. Among the national goals stated in the Act are the elimination of the discharge of pollutants into navigable waters by 1985 and, where attainable, the achievement by mid-1983 of an interim goal of water quality sufficient to provide for the protection and propagation of fish, shellfish, and wildlife and for recreation in and on the water.
- Toxic Substances Control Act, 15 U.S.C. §§ 2601 et seq., 40 CFR 700: authorized the Environmental Protection Agency to obtain data from industry on health and environmental effects of chemical substances and mixtures. If unreasonable risk or injury may occur, EPA may regulate, limit or prohibit the manufacture, processing, commercial distribution, use and disposal of such chemicals and mixtures.
- National Historic Preservation Act (NHPA), 16 U.S.C. §§ 470f et seq.: Created the Advisory Council on Historic Preservation (ACHP), an independent Federal agency, to advise the President and Congress on matters involving historic preservation. The ACHP is authorized to review and comment on all actions licensed by the Federal government which will have an effect on properties listed in the National Register of Historic Places, or eligible for such listing. Specifically, §106 of the Act (16 U.S.C. 470 (f)) requires that a Federal agency involved in a proposed project or activity is responsible for initiating and completing the review process.
- Emergency Planning and Community Right to Know Act (EPCRA), 42 U.S.C. §§ 11001 et seq., 40 CFR 300: Designed to encourage and support emergency planning efforts at the State and local levels and provide the public and local governments with information concerning potential chemical hazards present in their communities. Requires compliance with a local notification and reporting structure for emergency situations and hazardous substance accountability.
- Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§ 9601 et seq., 40 CFR 302: A comprehensive system to react to releases of hazardous substances and to determine liability and compensation for those affected (42 U.S.C. 9601-9626). The President is authorized to notify Federal and State natural resource trustees of potential damages to natural resources and to coordinate related assessments [42 U.S.C. 9604 (b)(2)].
- Oil Pollution Act, 33 U.S.C. §§ 2701 et seq.:” Title I, section 1006, provides that Federal trustees shall assess natural resource damages for natural resources under their trusteeship. Federal trustees may, upon request from a State or Indian tribe, assess damages to natural resources for them as well. Trustees shall develop and implement a plan for the restoration, rehabilitation, replacement, or acquisition of the equivalent of natural resources under their trusteeship. The definition of natural resources damages was amended to include restoration as the basic measure, plus other values. Natural

resource damage assessment regulations were promulgated by the National Oceanic and Atmospheric Administration in August 1992.

- Asbestos Hazard Emergency Response Act, 15 U.S.C. §§ 2641 et seq., 40 CFR 763, 29 CFR 1920, 1926: AHERA requires local educational agencies and federal property managers to inspect their schools and buildings for asbestos-containing building material and prepare management plans that make recommendations for the reduction of asbestos hazards.
- Regulated Medical Waste / Pathological Waste – 29 CFR 1910.1030, 49 CFR 261
- Safe Drinking Water Act (SDWA), 42 U.S.C. §§ 300f et seq. – 40 CFR 141: provides for the establishment of primary regulations for the protection of the public health and secondary regulations relating to the taste, odor, and appearance of drinking water.
- Pesticide management – 40 CFR 150
- International Maritime regulations
- Resource Conservation and Recovery Act, 42 U.S.C. §§ 6901 et seq.: Regulates the treatment, transportation, storage, and disposal of solid and hazardous wastes. NOAA is required to comply with standards for wastes generated at its facilities.
 - Underground Storage Tanks - 40 CFR 264
 - Hazardous Waste – 40 CFR 260 – 268
- Federal facilities Compliance Act, 42 U.S.C. § 6961: Ensures federal agencies comply with all local, state and federal solid waste laws and regulations.
- **Pribilof Island Specific Regulations:**
 - Fur Seal Act of 1966 (16 U.S.C. 1151 et seq.), as amended: Transfer of properties from the U.S. government to native Pribilof entities.
 - Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.): Settlement of aboriginal land claims between the U.S. government and native Alaskans; deals largely with property transfer and establishment of regional and village native corporations.
 - Public Law (PL) 104-91: clean up landfills, wastes, dumps, debris, storage tanks, property, hazardous or unsafe conditions, and contaminants, including petroleum products and their derivatives, left by NOAA on lands which it and its predecessor agencies abandoned, quitclaimed, or otherwise transferred or are obligated to transfer, to local entities or residents on the Pribilof Islands, Alaska, pursuant to the Fur Seal Act of 1966 (16 U.S.C. 1151 et seq.), as amended, or other applicable law.
 - PL 106-562, “Pribilof Islands Transition Act”: Minor amendments to previous laws, authorizes up to \$10 million per year for five years (FY 2001-2005) for cleanup activities and land transfer, establishes a third-party liability “grandfather” clause date of March 15, 2000 relative to contamination.

- 18 Alaska Administrative Code (AAC) 60, Solid Waste Management: State regulation for solid waste management, which are applicable both to landfill closures and petroleum-contaminated soils monofills. This regulation includes requirements for how landfills (§60.390) and monofills are closed, as well as long-term monitoring requirements for closed landfills (§60.396) and monofills (§60.490).
- 18 AAC 75, Oil and Other Hazardous Substances Pollution Control: State regulation for the characterization and remediation of non-UST or buried pipeline contaminated sites. Section 75.345(h) includes the requirement for long-term groundwater monitoring.
- 18 AAC 78, UST Regulations: State regulation for the characterization and remediation of UST and buried pipeline contaminated sites. Section 78.620 references the requirements of 18 AAC 75 relative to groundwater cleanup, which include the requirement for long-term groundwater monitoring.
- Two-Party Agreement (TPA) Between NOAA and the State of Alaska Department of Environmental Conservation (ADEC): Legal agreement wherein NOAA and ADEC identify how the two agencies will interact relative to the cleanup work, including the document review and approval timelines and process.

- **Energy Program Regulations:**

- The Energy Policy Act (EPAct) - was passed by Congress on October 24, 1992, with the goals of enhancing our Nation's energy security and improving environmental quality. The Act, officially known as Public Law 102-486, includes provisions addressing all aspects of energy supply and demand, including energy efficiency, alternative fuels, and renewable energy, as well as more traditional forms of energy such as coal, oil and nuclear power.
- Clean Air Act, Title 1, and Title 6, Part A - A primary goal of this Act is to encourage or otherwise promote reasonable Federal, State, and local governmental actions, consistent with the provisions of this Act, for pollution prevention.
- Public Law 100-615 - has mandated that from base year 1985 all Federal buildings must reduce energy consumption by 20% in the year 2000 and by a total of 30% in the year 2005.

- **Executive Orders:**

- EO 11514 - Protection and Enhancement of Environmental Quality : Requires the federal government to provide leadership in protecting and enhancing the quality of the Nation's environment. Federal agencies shall initiate measures needed to direct their policies, plans, and programs to meet national environmental goals.
- EO 11738 - Providing for Administration of the CAA and Federal WPCA with Respect to Federal Contracts, Grants, or Loans : Federal agencies will enter into contracts for procurement of goods, materials or services that will result in effective enforcement of

CAA and CWA.

- EO 11988 - Floodplain Management: Requires federal agencies to avoid adverse impacts associated with occupancy and/or modification of floodplains
- EO 11990 - Protection of Wetlands : Mandates no net loss of wetlands
- EO 12088 - Federal Compliance with Pollution Control Standards: Requires Federal agencies to develop pollution control plans and submit to OMB annually and to program and budget funds for environmental compliance.
- EO 12196 - Occupational Safety and Health Programs for Federal Employees : Ensures health and safety of all federal personnel, requires agencies to conduct occupational health and safety surveys and to monitor/minimize personnel exposure in workplace
- EO 12223 - Amended EO 12196, Occupational Safety and Health Programs for Federal Employees - same
- EO 12580 - Superfund Implementation: Implements Superfund described above
- EO 12777 - Implementation Requirements and Policies for Federal Agencies for Ozone Depleting Substances : Requires phase out of ozone depleting substances
- EO 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations : Requires recognition of populations that have experienced a significant share of the nation's environmental burden
- EO 13101 - Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition : The head of each executive agency shall incorporate waste prevention and recycling in the agency's daily operations and work to increase and expand markets for recovered materials through greater Federal Government preference and demand for such products.
- EO 13123 - Greening the Government Through Efficient Energy Management: Requires each agency to reduce building energy consumption per square foot by 30 percent by 2005 and 35 percent by 2010 relative to 1985. This E.O. also requires agencies to reduce greenhouse gas emissions related to facility energy use by 30 percent by 2010 (from the 1990 baseline), to meet ENERGY STAR® Building criteria to the maximum extent possible, and to expand the use of renewable energy, among other provisions.
- EO 13134 - Developing and Promoting Bio-based Products and Bio-energy : Makes it a National objective to triple the use of bioenergy and biotechnology by the year 2010
- EO 13148 - Greening the Government Through Leadership in Environmental Management: Requires the head of each Federal agency to ensure that all necessary actions are taken to integrate environmental accountability into agency day-to-day decision-making and long-term planning processes - across all missions, activities, and functions.
- EO 13149 - Greening the Government Through Federal Fleet and Transportation Efficiency: Directs all federal agencies to reduce petroleum consumption through the use of more fuel efficient vehicles, alternative fuels, and alternative fuel vehicles.

- EO 13058 - Protecting Federal employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace: to establish a smoke-free environment for Federal employees and members of the public visiting or using Federal facilities.
- EO 13148 Environmental Management Systems Implementation for Federal Agencies
- **State, County and local regulations**